

Create a Pre-Hire & Hire an Employee

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PURPOSE

This is for HR Partners to create a pre-hire record (if necessary ... see IMPORTANT FIRST STEP below) and hire that person into a vacant position. There is also a section on adding the probation period during the hire event.

LOG IN TO THE EMPLOYEE WORK CENTER

1. The Employee Work Center can be accessed from this page, <http://link.nebraska.gov/>.
2. Type your User Name, press tab and then type your password.
3. Click Sign In (or press Enter).

EMPLOYEE LOOKUP – IMPORTANT FIRST STEP !!!

Before entering ANY hire into the EWC, you need to first check to see if they already exist as a Pre-Hire or as an employee in the EWC. Even if you do not find them in the EWC, you need to check the P&FC to see if they were previously employed by the State of Nebraska.

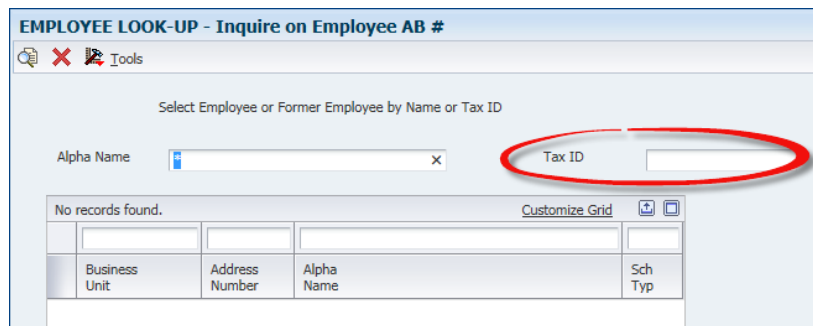
SEARCH FOR THE PERSON IN THE EMPLOYEE WORK CENTER (EWC) AND THE PAYROLL & FINANCIAL CENTER (P&FC)

EMPLOYEE WORK CENTER

1. Type the Social Security Number in the search field ... precede the person's SSN with id: (be sure to include the colon). If you get no results, check the Search Category and make sure 'All of Workday' is the selected category, then try again. If you still get no results, try searching for the person's name. (They could have a Pre-Hire record, which doesn't require a SSN, but no employee record.)

PAYROLL & FINANCIAL CENTER

1. Log in.
2. Go to Navigator > State of Nebraska > Payroll, and then click **EMPLOYEE LOOK-UP**.
3. Look for the employee, using either the Social Security Number or name. We recommend using the Social Security Number, which should be more reliable ... the name could be different, or a person might have used a middle name or initial one time and not another, etc.



EMPLOYEE LOOK-UP - Inquire on Employee AB #

Select Employee or Former Employee by Name or Tax ID

Alpha Name x Tax ID

No records found. Customize Grid

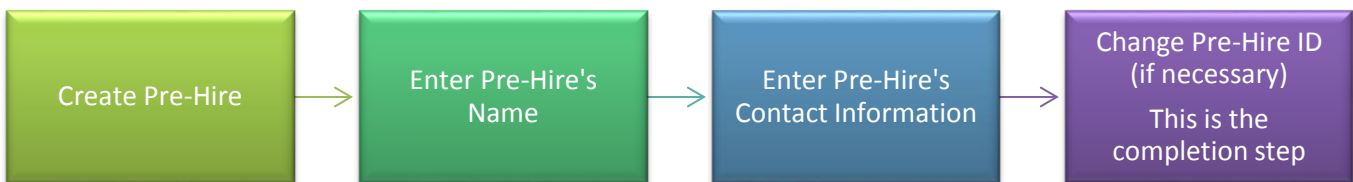
Business Unit	Address Number	Alpha Name	Sch Typ
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Create a Pre-Hire & Hire an Employee

4. If she/he has an employee record in the P&FC, write down the Employee ID (formerly known as address book number). The record must be as an ex-employee (Sch Type X) or current employee (Sch Type E). If they exist as another type, e.g., PP, V, C, you do not need the address book number.
5. If she/he was previously employed, her/his Pre-Hire ID and employee ID will need to be changed to the previous Employee ID number. Instructions for changing those IDs are included at the appropriate step in the Create Pre-Hire & Hire Employee processes. IF you do not edit the IDs, the record will be rejected by the Payroll & Financial Center because it will not accept a duplicate SSN.

CREATE A PRE-HIRE PROCESS FLOW

1. Create Pre-Hire.
 - a. Enter Pre-Hire Name.
 - b. Enter Pre-Hire Contact Information.
2. Edit Pre-Hire ID (if necessary). This is the completion step.



CREATE A PRE-HIRE CHECKLIST

You will need the following items to create a Pre-Hire:

- ☐ Pre-Hire name.
- ☐ ID number (if previously employed with the state).
- ☐ Pre-Hire contact information (the system requires at least one form of contact, e.g., FULL mailing address OR phone number OR email address). A phone number is NOT REQUIRED for the Pre-Hire to be created, if you have one of the other types of contact information.

CREATE A PRE-HIRE

- Before creating the Pre-Hire, see the instructions in this user guide to look up the person in the Payroll & Financial Center AND the Employee Work Center to see if she/he was previously employed with the State of Nebraska. If she/he is in either system, record her/his employee ID number to use in the Employee Work Center.
 - Directions for editing the Pre-Hire ID and/or the Employee ID are listed in this user guide.
1. Type Create Pre-Hire in the Search box, press enter, and then click Create Pre-Hire task.

The screenshot shows the 'Create Pre-Hire' form in a web application. At the top is a blue header with a search bar containing 'create pre-hire'. Below the header, the form is titled 'Create Pre-Hire'. It includes fields for 'Source' and 'Referred by', both with search icons. There is a 'Comment' text area and an 'Allow Duplicate Name' checkbox. Below these are two tabs: 'Legal Name Information' (active) and 'Contact Information'. The 'Legal Name Information' tab contains a 'Country' dropdown menu set to 'United States of America', and three text fields for 'First Name', 'Middle Name', and 'Last Name', each with a red asterisk indicating it is required. At the bottom are 'OK' and 'Cancel' buttons.

Create a Pre-Hire & Hire an Employee

CREATE PRE-HIRE

1. Source – click the prompt to select the Pre-Hire source.
2. Referred by – click the prompt to select the employee who referred this Pre-Hire, if applicable.
3. Comment – enter any applicable comments with this position/ Pre-Hire.
4. Allow Duplicate Name – check the box if you want the system to allow duplicate names. If you do not check this box, you can't have two employees with the same name (e.g., Jane Smith) in the system.
5. Legal Name Information – enter the Pre-Hire's name into the applicable fields.
6. The Country field defaults to United States of America; however, it can be changed.

PRE-HIRE CONTACT INFORMATION

1. Contact Information (see screenshot) – click the tab (red rectangle) to enter the Pre-Hire's home mailing address OR phone numbers OR email addresses.
2. You are required to enter at least one type of contact, either a complete home mailing address, including street address, city, state, and postal code OR a phone number OR an email address. You are NOT REQUIRED to enter a phone number if other contact information is entered.
3. IMPORTANT: DO NOT enter "dummy" phone numbers.
4. If you enter a phone number, be sure that:
 - a. You enter the area code in the Area Code field.
 - b. You enter the phone number using this format, ###-#### (be sure to include the dash).
5. Regardless which contact information you enter, in the usage area, in the type select box, you are required to select either home or work (green rectangle).
6. If you enter a work email, their username and password will be automatically sent to the employee. If the employee does not have a work email, the information will be sent to the Security Partner (Authorized Agent) for the agency.
7. Choose one of the following:
 - a. OK – to move forward in the process.
 - b. Cancel – to cancel the process.
8. If you click OK you will receive a confirmation screen that you have successfully created a Pre-Hire.
9. Click Close.

Legal Name Information | **Contact Information**

Phone
Add Phone

Address
Add Address

Effective Date * 04/24/2014

Country * United States of America

Address Line 1 * 1234 Any Street

Address Line 2

City * Lincoln

State * Nebraska

Postal Code * 68502

County

Usage

Type * search
X Home

Primary Work ☐

Primary Home ☒

Use For search
X Mailing
X Street Address

EDIT PRE-HIRE ID

If this person was a previous State employee, this is the point where you will enter her/his Employee ID that you located in your search for this person in the P&FC. **IMPORTANT: If you edit the Pre-Hire ID, you must also make sure that the EmpID for this person matches the pre-hire ID. If it does not, you also need to [edit the Employee ID](#).**

1. Search for the Pre-Hire's name, and then press enter.
2. Click Related Actions icon to the right of the name.

Create a Pre-Hire & Hire an Employee

3. Go to Personal Data and click Edit System ID.
4. Type the Pre-Hire ID to match what is assigned in the Payroll & Financial Center.

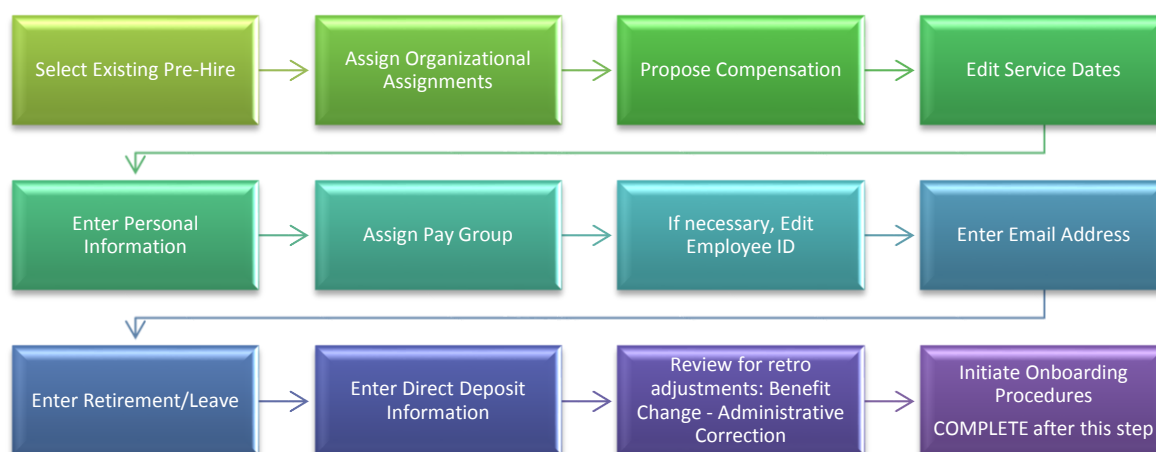
Edit System ID for Pre-Hire
LoLo S Epp ...

Applicant ID

5. Click OK and then Done.

HIRE AN EMPLOYEE PROCESS FLOW

1. Select Existing Pre-Hire.
2. Assign Organizational Assignments.
3. Propose Compensation.
4. Edit Service Dates.
5. Enter Personal Information.
6. Assign Pay Group.
7. If necessary, Edit Employee ID.
8. Enter Email Address.
9. Enter Retirement/Leave.
10. Enter Direct Deposit Information.
11. Review for retro adjustments: Benefit Change - Administrative Correction.
12. Initiate Onboarding Procedures.



HIRE AN EMPLOYEE CHECKLIST

You will need the following items to hire an employee:

- ☐ Pre-Hire Name and ID number (IF previously employed by the state).
- ☐ Hire Date.
- ☐ Vacant Position Number and Title, and the Supervisory Organization where that vacancy is located.
- ☐ Employee Type (Regular, Intern, SOS Temporary, etc.)
- ☐ Job Profile (Job Code).
- ☐ Time Type (full time/part time).
- ☐ Location of Position.
- ☐ Pay Rate Type (Hourly Exempt, Hourly Non-Exempt, etc.)

Create a Pre-Hire & Hire an Employee

- ☐ Cost Center (Home Business Unit).
- ☐ Security Business Unit.
- ☐ Budget Program Number.
- ☐ Rate of Pay.
- ☐ Service Dates (Continuous Service Dates {a.k.a., Adjusted Service Dates}, Original Hire Date from P&FC, if previously employed by the State, etc.)
- ☐ Employee's Social Security Number (and I-9 Information).
- ☐ Employee's Personal Information (Gender, Marital Status, Disability, etc.)
- ☐ Pay Group (Bi-Weekly-10 day lag, Monthly-15 day lag, etc.)
- ☐ Employee's Work Email Address (the employee's User Name and password will be sent to the employee through their work email address; if the employee does not have a work email address, it will be sent to the agency's Security Partner).
- ☐ Employee's Direct Deposit Information.
- A phone number is NOT REQUIRED for a new employee record ... some form of contact IS required, but the phone number fields DO NOT have to be completed.

HIRE AN EMPLOYEE

- Before hiring an employee, see the instructions in this user guide to look up the person in the Payroll & Financial Center AND the Employee Work Center to see if she/he was previously employed with the State of Nebraska. If she/he is in either system, record her/his employee ID number to use in the Employee Work Center.
 - There needs to be a vacant position in the specific Supervisory Organization in order to hire someone into that Supervisory Organization. If you have not yet created the position, or if there is not an unfilled position in that Supervisory Organization, you will either need to create a new position, or move a vacant position into the appropriate Supervisory Organization, before proceeding. You can cancel this process, and do the Create Position business process, and then start over on the hire B.P.
1. Either do a or b:
 - a. Type Hire Employee in the search box and then click the Hire Employee task.
 - b. Search for and click the Pre-Hire record for your new employee. Click Related Actions icon to the right of the name, and then go to Hire > Hire Employee.
 2. In the Supervisory Organization field, search for the Supervisory Organization by doing one of the following:
 - a. Type the supervisor's name, or
 - b. Type the supervisor's Employee ID, or
 - c. Type the name of the Supervisory Organization.
 3. Press enter.
 - a. If there is more than one supervisory organization for that supervisor, be sure to select the correct organization from the drop down list ... the one where your vacant position is located.

The screenshot shows a web interface for the Employee Work Center. At the top, there is a blue header bar. Below it, the text "Supervisory Organization" is followed by a red asterisk and a search input field. Below the search field, there are two radio button options: "Existing Pre-Hire" and "Create a New Pre-Hire". To the right of the "Existing Pre-Hire" option is another search input field. To the right of the "Create a New Pre-Hire" option is a dropdown menu icon.

Create a Pre-Hire & Hire an Employee

4. If you did 1.a. above, click Existing Pre-Hire, and then type the Pre-Hire's name to search for the Pre-Hire. This is only used if the Pre-Hire record has been entered into the system prior to hiring.
5. If you did 1.b. above, the Pre-Hire's name will already be populated in the Existing Pre-Hire field.

HIRE EMPLOYEE

Hire Employee

First Name Last Name

Name of Supervisory

Organization (Manager Name (Manager ID))

Hire Date * MM / DD / YYYY

Reason

Job Details

Position *

Employee Type *

Job Profile *

Time Type *

Location *

Pay Rate Type

> Additional Information

1. Hire Date (* required) – enter the hire date for the Pre-Hire. You can use the calendar icon to select the date information. You need to ensure that you use the date on or after the date the position is/was available.
2. Reason – click the search prompt to select the appropriate reason to hire into this position. Your options are:
 - a. New Hire > New Hire.
 - b. Rehire > New Hire - Different Agency.
 - c. Rehire > Rehire - Same Agency.
3. Job Details:
 - a. Position (* required) – either type the position number, or part of the job title, or click the prompt icon to select the correct position number.
 - b. Employee Type (* required) – auto-populated.
 - c. Job Profile (* required) – you will need to select the appropriate job profile code.
 - d. Time Type (* required) – auto-populated.
 - e. Location (* required) – auto-populated, but can be changed.
 - f. Pay Rate Type – select the appropriate overtime designation. The pay rate type needs to match the compensation plan that you choose (e.g. Hourly Non-Exempt for an Hourly Compensation Plan; Salary Non-Exempt for a Salary Plan, etc.).

Create a Pre-Hire & Hire an Employee

HIRE LETTER ATTACHMENT

1. Additional Information – click the expand arrow (green circle) to enter, or verify, the additional information about this position. If this will be a part-time employee, change only the Scheduled Weekly Hours (green rectangle) field. DO NOT change the Default Weekly Hours field – that should always be 40 (red oval).

Additional Information

Job Title ADMINISTRATIVE ASSISTANT III

Business Title ADMINISTRATIVE ASSISTANT III

Location Weekly Hours 40

Default Weekly Hours 40

Scheduled Weekly Hours 40

FTE 100%

DO NOT change the Default Weekly Hours

2. Attaching the hire letter – at the bottom of the Additional Information section you will find an Attachment grid.
 - a. Click on the plus sign to add a row.
 - b. Select a Document Type (in this case, this is a Hire event so use the Hire category).
 - c. Click the Attach button to find your document and attach it.
 - d. The File name will appear in the grid.
 - e. The Updated By and Upload Dates will auto populate.

Company Service Date MM / DD / YYYY

Attachments 1 item

	Worker Document	*Document Category	Comment	File
		Hire	New Hire Letter	Attach

3. Comments – enter any additional comments about this Pre-Hire/position.
4. Select one of the following:
 - a. Submit – to submit and move to the next step in the hire process.
 - b. Save for Later – to save your changes but not submit.
 - c. Cancel – cancel the process and return the item to your Inbox.
5. If you click Submit, you will be directed to the next step ... Change Organization Assignments. Click **Open**.

Create a Pre-Hire & Hire an Employee

ASSIGN ORGANIZATIONS

The organizational assignments are automatically populated from when the position was created, if they were entered at that time. Change, or add, organization assignments on this screen.

1. At the top of the screen, the fields that NEED to be populated are:
 - a. Company (should always be State of Nebraska, and should automatically default in).
 - b. Cost Center (Required).

The screenshot shows the 'Organizations' section of a software interface. It contains two main fields: 'Company' and 'Cost Center'. The 'Company' field is set to 'State of Nebraska' and has a red asterisk next to the label 'Company'. The 'Cost Center' field is set to '65080002 PERSONNEL SYSTEM' and also has a red asterisk next to the label 'Cost Center'. Both fields have a small edit icon (pencil) to their right.

2. In the Other section, be sure to complete the following (see screenshot on next page):
 - a. Security Business Unit (Required).
 - b. Position Tracking (if used by your agency).
 - c. EDC Group (Required).
 - d. Budget Program Number (Required).
 - e. Organization Element (if used by your agency).

The screenshot shows the 'Other' section of a software interface. It contains five fields: 'Security Business Unit', 'Position Tracking', 'EDC Group', 'Budget Program Number', and 'Organization Element'. The 'Security Business Unit' and 'EDC Group' fields are highlighted with red boxes. The 'Position Tracking' and 'Organization Element' fields are highlighted with green boxes. Each field has a small edit icon (pencil) to its right.

Create a Pre-Hire & Hire an Employee

3. Select one of the following:
 - a. Submit – to submit and move to the next step in the hire process.
 - b. Save for Later – to save your changes but not submit.
 - c. Cancel – cancel the process and return the item to your Inbox.
4. If you click Submit, you will be directed to the next step to propose compensation. Click Open.

PROPOSE COMPENSATION

The compensation pay range for the Guidelines row will automatically populate based on the job profile code entered.

1. At the top, you will see the Effective Date and Reason, which cannot be changed on this page.

Effective Date & Reason

Effective Date
09/12/2016

Reason
Hire Employee > New Hire > New Hire

2. In the Guidelines section, verify that the Grade has populated correctly, or change it, if necessary.
 - a. If you change the grade, it will change the Pay Range, because you are essentially selecting a different Job Profile.

Guidelines

Pay Range
● 20.66 - 29.93 USD Hourly added

Compensation Package
● All State Employees Compensation Package added

Grade
● A09123 added

- b. Salary Plan
 - i. If there is no plan listed, you need to add one. Click Add in the Salary section.
 - ii. If the compensation plan defaulted to a Salary Plan and you need an Hourly Plan (or vice versa), you first need to remove the current plan. Hover over the current plan and then click the “ex” on the right side minus sign (see screenshot). THEN, do step 2.b.i.
- c. When you click Add, it will open the Compensation Plan information.
 - i. For Compensation Plan, click in the box and type hourly or salary, whichever fits the guidelines for this position, and then press enter ... it should populate with the selected plan.



Compensation Plan

hourly

By Compensation Rule >

Create a Pre-Hire & Hire an Employee

- d. Enter the salary amount in the Amount field.
 - i. If you type the amount and then see an error message, and, on clicking the error message, you see, "Error - Amount – The amount entered has too many digits beyond the decimal point.", select the correct Frequency (2.e. below), and it should go away.
- e. Select the correct Frequency to match the Compensation Plan you selected, i.e.,
 - i. If you selected Hourly Plan, the Frequency needs to be Hourly, with three decimal places.
 - ii. If you selected Salary Plan, the Frequency needs to be Annual, with two decimal places.
- f. Click anywhere else on the screen to see your changes.
- g. If you see another error message, with this text "Error - Amount – Element Content 'Amount' is required, on internal element 'Request Compensation Change Salary Plan Subedit'", here is a workaround.
 - i. Delete the Amount.
 - ii. Make sure the Frequency is still populated.
 - iii. Re-enter the Amount.

Do not enter information in the fields on the following lines:

- | | | |
|------------------|--------------|---------------|
| 1. Hourly | 4. Allowance | 7. Stock |
| 2. Period Salary | 5. Merit | 8. Commission |
| 3. Unit Salary | 6. Bonus | |
3. Comments – enter comments, as needed.
 4. Select one of the following:
 - a. Submit – to submit the compensation plan and move to the next step in the hire process.
 - b. Deny – to deny the compensation plan and stop the hire process.
 - c. Save for Later – to save your changes but not submit; returns the item to your Inbox.
 - d. Close – to close the compensation screen without saving changes; returns the item to your Inbox.

If you are a classified agency, this action now moves to State Personnel and State Budget Office for approval. After they approve, the employee record is created in the Employee Work Center.

EDIT SERVICE DATES

Once you receive approval from State Personnel (if required) and State Budget Division (if required), you will see Service Dates Change task in your Inbox. Click Open (see screenshot).

1. The Hire Date defaults in, and cannot be changed.
2. The Original Hire Date defaults to the most recent hire event unless they have a previous work record in the Employee Work Center.
 - a. If the employee already has a record in the Payroll & Financial Center, then you need to change the Original Hire Date to match the Original Hire Date from the Payroll & Financial Center. If you do not, this record will not be accepted in the Payroll & Financial Center.

Edit Service Dates LoLo Epp ...

8 second(s) ago - Due 09/13/2016; Effective 09/12/2016

Hire Date	09/12/2016
Original Hire Date	09 / 12 / 2016
Continuous Service Date	09 / 12 / 2016
Benefits Service Date	MM / DD / YYYY
Company Service Date	09 / 12 / 2016
Time Off Service Date	MM / DD / YYYY
Seniority Date	09 / 12 / 2016
Retirement Eligibility Date	MM / DD / YYYY
Severance Pay	MM / DD / YYYY
Vesting Date	MM / DD / YYYY

Create a Pre-Hire & Hire an Employee

3. The Continuous Service Date (Adjusted Service Date) defaults to the Hire Date as well. If the employee is a rehire and is eligible to be credited with prior service, change this date accordingly.
4. Enter the Company Service Date (the date the employee started with your agency).
5. Some agencies use the Seniority Date for "Classification Seniority." It defaults to the Hire Date; change it, if needed.
6. Some agencies use the Vesting Date for "Date in Current Position;" change it, if needed.
7. Unless you have approval (or other instructions) from State Personnel, please do not enter dates in any of the other fields.
8. Click Submit.

You will be directed to the next step to Edit ID Information. Click Open.

EDIT ID

This is where you enter any applicable ID information for this person, including National IDs (i.e., social security number), Additional Government IDs, Passports, Visas, and/or Licenses. Even if you do not yet have all of this documentation, you at least need to enter a social security number to proceed with the hire process.

- You will need to use the Employee Look-up in the Payroll & Financial Center to see if the person was previously employed with the State. The Employee Work Center will allow you to enter a duplicate social security number, but the process will error out with the integration into the Payment & Financial Center.
 - You will need two forms of ID for the I-9 information, unless you have a passport.
1. Click the plus sign to add an ID in the appropriate section.
 2. If you wish to delete an ID, click the minus sign to the left of the ID row.
 3. To enter the Driver's License information.
 - In the License ID Type, select Driver's License.
 - Type part or all of the issuing state in the Issued by Country Region field, then press enter to populate with the name of the State.
 - Type the number from the Driver License in the Identification # field.
 - Type the Issued Date.
 - Type the Expiration Date.
 - The Verification Date will default to "today."

Licenses 1 item

	*License ID Type	Class	Issued by Country / Issued by Country Region / Issued by Authority
			<div><div><input type="radio"/> Issued by Country</div><div><input checked="" type="radio"/> Issued by Country Region</div><div><input checked="" type="radio"/> Issued by Authority</div></div> <div><input type="text" value="Nebraska"/></div>

4. Select one of the following:
 - a. Approve – to approve the ID information and move to the next step.

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- b. Deny – to deny the ID information and cancel the process.
- c. Cancel – to cancel changes and return item to your Inbox.

State Personnel will enter the eVerify confirmation number into EWC (when eVerify is completed for this employee) and email the agency; it is shown in the **Other IDs** section.

*Other ID Type	Identification #
eVerify	Confirm 1234567890

You will be directed to the next step to Change Personal Information. Click Open.

PERSONAL INFORMATION

Enter the Personal Information about the employee on this screen.

1. To enter information into one of these fields, click each individual area, or click the pencil icon on the right side of the page for each item. Where applicable, select from a drop-down menu. Be sure to complete all fields for each item, e.g., the following items have more than one field in which to enter information: Marital Status, Ethnicity, Disability, and Military Service. At a minimum, you will need to enter data into the Gender field.
2. Personal Information includes:
 - a. Gender.
 - b. Date of Birth.
 - i. Age (automatically calculated when date of birth is entered).
 - c. Marital Status.
 - i. In Marital Status, click the prompt to select the correct status.
 - ii. Add a Marital Status Date.
 - d. Ethnicity.
 - i. First, check the box if the person is Hispanic or Latino.
 - ii. In Ethnicity, click the prompt icon, and select the correct Ethnicity.
 - e. Disability.
 - f. Citizenship Status.
 - g. Military Service (you can add attachments to this section). Click the plus sign to add military records.
3. Select one of the following:
 - a. Submit – to submit the personal information
 - b. Save for Later – to save the information but not submit; returns item to your Inbox.
 - c. Cancel – to cancel changes and return item to your Inbox.

If you click Submit, you will be directed to the next step to assign pay group. Click Open.

Create a Pre-Hire & Hire an Employee

ASSIGN PAY GROUP

Select the Pay Group (* required) to send to the Payroll & Financial Center.

1. Click the prompt in the Proposed Pay Group selection box, go to Pay Groups, and pick one of the following:
 - a. Biweekly-10 day lag.
 - b. Biweekly-12 day lag.
 - c. Biweekly-5 day lag.
 - d. Monthly-15 day lag.
 - e. Monthly-1 month lag.
2. Select one of the following:
 - a. Submit – to submit the pay group and move to the next step.
 - b. Save for Later – to save the information but not submit; returns item to your Inbox.
 - c. Cancel – to cancel the process and not save changes; returns item to your Inbox.

The screenshot shows a web interface for selecting a pay group. At the top, there's a header 'Proposed Pay Group' with a red asterisk. Below it is a search bar with the text 'search'. A dropdown menu is open, showing a list of pay groups: 'Biweekly-10 day lag', 'Biweekly-12 day lag', 'Biweekly-5 day lag', 'Monthly-15 Day Lag', and 'Monthly-1 Month Lag'. Each option has a radio button next to it. To the left of the dropdown, there's a text box labeled 'enter your comment' and a section titled 'Process History'.

IMPORTANT STEP IN THE HIRE PROCESS!

The Assign Pay Group is the “completion step” of the overall hire process for non-classified agencies. For classified agencies, completion comes after State Personnel and State Budget have approved. The next step in the hire process is a To Do to Enter Worker's Work Email Address.

However, at this point, we are going to “fix” the Employee ID, if necessary. IF you need to correct the Employee ID because you found a prior employee record, DO NOT click the To Do. Instead, do Edit Employee ID.

EDIT EMPLOYEE ID

Be sure to correct the ID on this person's pre-hire record first (see the section for Edit Pre-Hire ID), if you have not already done so.

1. Search for and click the employee's name.
2. Click Related Actions icon to the right of the name, and then go to Worker History, and click Edit System ID.
3. If a number exists in the Employee ID field, remove that old number. Then type the previous employee ID from the Payroll & Financial Center. Click OK.

The screenshot shows a form titled 'Edit System ID for Worker LoLo Epp (80017522)'. Below the title is a text box labeled 'Employee ID' with the value '80017522'.

4. If you change the System ID, you will have an item in your Inbox.

When you are done modifying the employee ID, you will need to return and complete the rest of the “Hire Employee” steps.

Create a Pre-Hire & Hire an Employee

ENTER WORKER'S WORK EMAIL ADDRESS

This is a To Do to remind you to enter the worker's work email address. The system will send User Name and Password information to the employee via email, if a work email is entered. If the person does not have a work email, their User Name and Password will be sent to the Security Partner (Authorized Agent) for the agency.

1. You cannot actually enter the email address from here, but, you can get there from here.
2. Click the button/link to Change Contact Information.
3. Type the employee ID or the employee name in the Worker box, and then press enter.
4. Click OK.
5. Click Edit.
6. Scroll to the Work Contact Information, and find the Primary Email.
7. Click Add.
8. Type the employee's work email address.
9. Click Submit.

This To Do will remain in your Inbox until you submit it. If you entered an email address, and didn't click Submit, go back to your Inbox, click the task, and then click Submit.

ENTER RETIREMENT/LEAVE

You will need to manually enter a new employee's retirement/leave if you are hiring an employee from a previous date. When you click this To Do button, you will see the following instructions:

- You have an employee who recently experienced an employment status change. If you need to enter Retirement and / or Leaves, you can access this event off of the new hire's name > Related Actions > Benefits > Change Benefits. Select the 'Retirement/Leave Change ...' event (for Monthly or Bi-Weekly, whichever is correct). Use the employee's date for the effective date. If your employee does not have retirement or leaves or they did not change because of the employment status change, you can disregard this reminder. Thank you!

Please do the following:

1. Type the employee name in the search box, and then press enter.
2. Click Related Actions icon to the right of the name. Click Benefits, and then select Change Benefits.
3. In the Benefit Event Type, select whichever of the following is appropriate:
 - a. Retirement and/or Leave Date Entry Biweekly.
 - b. Retirement and/or Leave Date Entry Monthly.
4. In the Benefit Event Date, enter the hire date (effective date), and then Tab to the next field. Unlike when you set up new employee's benefits, you need to use the actual hire date here. The Submit Elections By is a calculated field and will auto-populate.

Change Benefits First Name Last Name (Emp ID) ...

Benefit Event Type * select one

Benefit Event Date * MM / DD / YYYY

Submit Elections By * MM / DD / YYYY

Open Elections for (empty)

Attachments 0 items

Create a Pre-Hire & Hire an Employee

5. After completing, select one of the following:
 - a. Submit – to submit the benefit change.
 - b. Save for Later – to save the information but not submit.
 - c. Cancel – to cancel the process; does not save changes and returns item to your Inbox.

If you click Submit, you will be directed to the next step, which is Change Benefit Elections. Click Open.

CHANGE BENEFIT ELECTIONS

1. On both Retirement Savings Elections and Additional Benefits Elections (the leave elections), you can click Continue because the information is auto-populated.

RETIREMENT

Retirement Savings Elections

Benefit Plan	Plan Description
Retirement - Nebraska Public Employees Retirement System	NPERS

[Continue](#) [Save for Later](#) [Cancel](#)

LEAVES

Additional Benefits Elections 2 items

Benefit Plan	*Elect / Waive	Contribution (Semi-monthly)
Vacation - State of Nebraska Rules Full-time Vacation Biweekly	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	
Sick - State of Nebraska Rules Full-Time Sick Leave Biweekly	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	
		0.00

[Continue](#) [Save for Later](#) [Go Back](#) [Cancel](#)

2. On the Change Benefit Elections ... screen, review the elected coverages to make sure everything is correct.

Elected Coverages 3 items

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries
Retirement - Nebraska Public Employees Retirement System State Retirement	05/31/2016	05/30/2016	4.8%		
Vacation - State of Nebraska NAPE Vacation BW	05/31/2016	05/30/2016			
Sick - State of Nebraska NAPE SICK LEAVE-BW	05/31/2016	05/30/2016			

Create a Pre-Hire & Hire an Employee

3. Scroll down the page to the Electronic Signature section, and click the I Agree box (red rectangle in screenshot).

Electronic Signature

You are hereby notified that the following information is being provided to you for your review and signature. If you agree with the information, please click the I Agree button below.

- I understand that it is my responsibility to print and keep a copy of my benefit confirmation page.

I Agree ☒

4. Click Submit.
5. On the Submit Elections Confirmation screen, you can either click Print or Done. If you click Print, it will create a PDF of the process you just completed.

Once you click Submit above, you will see Up Next, Add Probation Period.

ADD PROBATION PERIOD

This is an optional To Do. If you want to track probation periods, you will need to click the To Do. If you are not tracking probation periods, you can click Skip. If you click Skip, the system will require you to enter a reason.

If you click To Do:

1. Click the Add Probation Period button.

Complete To Do Add Probation Period

For	04600005 Administrative Assistant I
Overall Process	Hire: Olive Oyl (80017520)
Overall Status	Successfully Completed
Calendars In Use	Consecutive Days (No Calendars Selected)
Instructions	Enter original probation period via Job Change > Manage Probation Periods

Add Probation Period

2. Type the worker's name in the Worker field (screenshot).

Add Probation Period

Worker *

3. Click OK.
4. On the Add Probation Period screen (screenshot below), complete the following information:
 - a. Start Date (Defaults to Hire Date).
 - b. End Date (Usually six months from Hire Date).
 - c. Type (Original Probation).
 - d. Reason (New Hire/Rehire).

Create a Pre-Hire & Hire an Employee

- e. You can add comments about the probation period in the Note field, if desired. However, be careful what you enter ... it becomes permanent and is visible to others who have access to the record.

Add Probation Period Olive Oyl (80017520)

04600005 ADMINISTRATIVE ASSISTANT I - Olive Oyl (80017520)

Location	Lincoln Regional Center - Lincoln
Start Date	09 / 12 / 2016
End Date	03 / 12 / 2017
Type	Original Probation
Reason	New Hire/Rehire
Extended End Date	MM / DD / YYYY
Note	<div></div>

5. Click Submit
6. You should see a message that the process has successfully completed.
7. Return to your Inbox.
8. Find and click the To Do: Add Probation Period item in your Inbox.
9. Click Submit to move the process to the next step.

Once you click Submit, you will see Up Next, Enter Direct Deposit Information for the employee. Click To Do.

ENTER DIRECT DEPOSIT INFORMATION

This To Do is a reminder that when you hire an employee, you need to enter their Direct Deposit information.

1. Type the employee's name in the Search field, and then press enter.
2. Click Related Actions icon to the right of the name.
3. Click Personal Data > Maintain Payment Elections for Worker.
4. Click Add Elections on the next screen.
5. The following fields will auto-populate:
 - a. Payment Type – Direct Deposit.
 - b. Use for Pay Type – the Payroll box will be checked.
6. You need to complete the following fields in the Account Information section:
 - a. Account Nickname (optional) – this field is optional ... you do not need to complete.
 - b. Account Type – this will default to Checking. If necessary, click Savings.
 - c. Bank Name (*** required**) – enter the employee's bank name from the employee's voided check.
 - d. Routing Transit Number (*** required**) – enter the bank routing number. This is the first nine numbers on the bottom of the voided check.

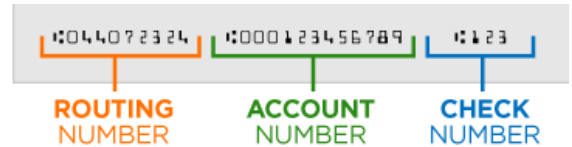
Payment Election Option

Select how to receive payment for each type of pay. For direct de

Worker	<div></div>
Default Country	United States of America
Default Currency	USD
Payment Type	Direct Deposit
Use for Pay Type	<input checked="" type="checkbox"/> Payroll

Create a Pre-Hire & Hire an Employee

- e. Account Number (* required) – enter the employee's bank account number. This is the number between the routing number and the cheque number (could be anywhere from seven to twelve digits).



Account Information

Account Nickname (optional)	<input type="text" value="Test ONLY"/>
Account Type	<input checked="" type="radio"/> Checking <input type="radio"/> Savings
Bank Name	<input type="text" value="Bank of America"/>
Routing Transit Number	<input type="text" value="044072324"/>
Account Number	<input type="text" value="000123456789"/>

7. Click OK.
8. The next screen will show the account information you just entered. If you need to add another account, click Add Account, and then input all applicable information for the new account.

Payment Elections 1 item

Pay Type	Payment Elections				
	Payment Type	Account	Account Number	Distribution	
Payroll	Direct Deposit	Test ONLY	*****6789	Balance <input checked="" type="checkbox"/>	Change Election

9. If you add more than one account, you need to specify how much goes to each account (whether by dollar amount or by percentage), and, you need to specify which account is to receive the balance of the amount. Please refer to the Direct Deposit user guide to assist you with multiple payment elections for an employee.
10. Click Submit.

The process now goes to the employee to complete her/his Benefit Elections. Once the employee has made her/his Benefit Elections ...

The next step is to Review for retro adjustments: Benefit Change - New Hire.

Create a Pre-Hire & Hire an Employee

REVIEW FOR RETRO ADJUSTMENTS: BENEFIT CHANGE - NEW HIRE

This To Do is a reminder to verify if new hires need their benefits to be retro adjusted for payroll. In order for the hire process to be considered complete, you need to click this item in your Inbox, whether or not you need to make retro adjustments for this employee.


1. In your Inbox, click the Review for retro adjustment: Benefit Change - New Hire: (employee name) for the new employee.

Complete To Do

Review for retro adjustments

8 day(s) ago - Effective 10/31/2016

For	Position # Job Title
Overall Process	Hire: First Name Middle Last Name (Emp ID)
Overall Status	Successfully Completed
Calendars In Use	Consecutive Days (No Calendars Selected)
Instructions	This employee has had a change in benefits, validate whether any retro adjustments are needed.



enter your comment

2. Click Submit.

You will receive a notification in your Inbox that the hire process is completed.

LINK HELP DESK CONTACT INFORMATION

The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center

Email: as.linkhelp@nebraska.gov

Phone: 402.471.6234